



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
REFER TO

JUL 14 1997

AQAC

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 97-63, Tasking of District
Offices of Administration and Information
Management (POLICY)**

This is a policy memorandum. Target Audience: District Commanders. This policy memorandum will remain in effect until the DCMC One Book is updated to incorporate this guidance.

The management of Information Resource Management (IRM) technology is a DCMC-wide responsibility. The DCMC focal point for IRM is the Defense Procurement CIM Systems Center (DPCSC) or AQAC. Fulfillment of the IRM function often requires the direct support of the District Offices of Administration and Information Management ("F" Shops) to ensure sufficient infrastructure is in place to meet DCMC business needs and to assist in planning for and execution of system development and deployment. This Policy Memorandum authorizes AQAC to directly task the District "F" Shops to provide support as described below.

The District Offices of Administration and Information Management will provide support to AQAC, as directed, for infrastructure maintenance/modernization and during the development and deployment of information technology systems. The specific support to be provided by the "F" Shops includes, but is not limited to, participating in DCMC HQ planning activities for Automated Information System (AIS) development efforts; planning and executing infrastructure upgrades in accordance with the DCMC IRM Plan; providing and maintaining Local Area/Wide Area Networks (LAN/WAN) and telecommunications systems for their respective Districts; supporting the testing and deployment activities for DCMC AIS projects; operating installed IRM support systems and equipment; and providing IRM hardware and software technical support services.

Direct tasking by AQAC to the District "F" Shops will include coordinating activities with the Districts during

AIS deployment. Any taskings, whether verbal or in writing (i.e., e-mails or letters), will be performed with existing resources ONLY. If any additional resources are required to support taskings, Districts will inform AQAC of the resource impact and a formal request will be made by AQAC to the Resource Utilization Council, via the Business Planning Team, to obtain the necessary resources.

The roles and responsibilities of the DCMC Organizations involved in IRM technology activities are further described in the DCMC IRM Plan. The Plan, which is posted on the DCMC Homepage and updated monthly to reflect changes in IRM projects and technology, will be revised to be consistent with the One Book Policy.

Questions or suggestions concerning this matter may be directed to CAPT Case, AQAC, at commercial(703)767-6393 or DSN 427-6393, e-mail edward_case@hq.dla.mil.

A handwritten signature in black ink, appearing to read "Robert Drewes", with a long horizontal line extending to the right.

ROBERT W. DREWES
Major General, USAF
Commander